



**Residents Group  
Indoor Event Risk Assessment  
Template**

<b>Pre-Event Hazard Identification</b>	<b>Checked Yes/No</b>	<b>Risk High/Medium/ Low</b>	<b>Notes</b>
Total required number of volunteers and co-ordinators in place and fully briefed/trained in event procedures			
Fire extinguishers and fire points in place			
Emergency exits are clear and accessible			
Seating and equipment in good working order			
Cables and trip hazards addressed			
Footfall flows enable social distancing and hand hygiene to be observed			
System in place to record attendees for contact tracing purposes - attendance list			
First aid station and accessible toilets in place			
Adequate waste bins in place			
Adequate lighting in place			

### Risk Assessment – Practical Considerations – Small Scale Indoor Events